



Marking Classified Information

Downloadable Supplement to Web Based Training Course

Prepared By



May 2006

Unclassified

All classification markings within this publication are unclassified and are classified for illustrative purposes only



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Section 1 - General Marking Requirements

Purpose

Marking is the principal way of letting holders of information know the specific protection requirements for that information. Markings and designations serve several purposes, specifically they:

- Alert holders to the presence of classified information, information protected under the Freedom of Information Act (FOIA), and technical information with restrictions on its dissemination.
- Identify, as specifically as possible, the exact information needing protection.
- Indicate the level of classification and any other markings for control of the information.
- Provide guidance on downgrading (if any) and declassification.
- Give information on the source(s) and reason(s) for classification or other restrictions.
- Warn holders of special access, control, or safeguarding requirements.

This guide gives Department of Defense staff and Contractors an overview of the kinds of marking required to protect classified and unclassified controlled information that cannot be disseminated to all audiences. The guide offers an integrated approach to the major requirements for marking and control of information, briefly explaining the reasons for marking and providing examples of correctly marked information.

Background and Policy

DoD policy is to maximize the availability of information consistent with the restraints necessary to protect national security, U.S. economic security, and the rights and interests of individuals, businesses, and foreign governments. To implement this policy, DoD personnel must be able to understand, and balance the diverse requirements that guide their decisions about managing the flow of DoD information and data.

All classified information needs to be identified clearly by

- Electronic labeling,
- Designation or
- Marking.

Marking and designation of classified information are the specific responsibility of original and derivative classifiers.




Section 2 - Marking Originally Classified Information

Original Classification is an initial determination made by an original classification authority that information requires, in the interest of national security, protection against unauthorized disclosure. Standard markings are required for all documents that contain originally classified information.

The overall process for properly marking a document requires the classifier to:

- Identify the classification level of each portion contained in the document,
- Determine the overall classification of the document,
- Identify the original classification authority on the “Classified by” line,
- Identify the reason for classification, and
- Annotate the declassification instructions on the “Declassify on” line.

	<p>TOP SECRET</p> <p>DEPARTMENT OF DEFENSE DEFENSE PENTAGON, WASHINGTON, DC</p>	<p>October 18, 2005</p>
<p>MEMORANDUM FOR USD(P)</p> <p>SUBJECT: Classification Markings (U)</p> <p>1. (U) This paragraph contains unclassified information. Therefore, this paragraph will be marked with the designation “U” in parentheses.</p> <p style="padding-left: 40px;">a. (C) This sub-paragraph contains “Confidential” information. Therefore, this paragraph will be marked with the designation “C” in parentheses.</p> <p style="padding-left: 40px;">b. (S) This sub-paragraph contains “Secret” information. Therefore this paragraph will be marked with the designation “S” in parentheses.</p> <p>2. (TS) This sub-paragraph contains “Top Secret” information. Therefore this paragraph will be marked with the designation “TS” in parentheses.</p> <p>Classified by: Stephen H. Jones Director SRD</p> <p>Reason: 1.4(d)</p> <p>Declassify on: September 30, 2015</p> <p style="text-align: center; margin-top: 20px;">TOP SECRET</p>		



Portion Markings

The first step in marking a document is to identify the classification level of each portion contained in the document. This includes each paragraph, subjects, and titles. Only by identifying the proper classification for each portion can the overall classification level be determined.

Classification designations for portion markings are:

- (U) for Unclassified,
- (C) for Confidential,
- (S) for Secret, and
- (TS) for Top Secret.

These abbreviations are placed, in parentheses, *before* the portion, or *after* the title to which they apply.

Whenever possible, use an unclassified title or subject line.

Portions include not only paragraphs, sub-paragraphs and title but also charts, tables, pictures and illustrations.

SUBJECT: Portion Marking for Title or Subject Line (U)


1. (U) This paragraph contains unclassified information. Therefore, this paragraph will be marked with the designation “U” in parentheses.
 - a. (C) This sub-paragraph contains “Confidential” information. Therefore, this paragraph will be marked with the designation “C” in parentheses.
 - b. (S) This sub-paragraph contains “Secret” information. Therefore this paragraph will be marked with the designation “S” in parentheses.
2. (TS) This sub-paragraph contains “Top Secret” information. Therefore this paragraph will be marked with the designation “TS” in parentheses.



Overall Classification Markings

The second step in marking a classified document is determining the overall classification of the document. Only by identifying the proper classification for each portion can the overall classification level be determined. The highest classification level of information contained in the document determines the overall classification. In the example shown here, “Top Secret” is the highest level of classification (paragraph 3).

Conspicuously place the overall classification at the top and the bottom of the page.



TOP SECRET

DEPARTMENT OF DEFENSE
DEFENSE PENTAGON, WASHINGTON, DC

October 18, 2005

MEMORANDUM FOR USD(P)

SUBJECT: Overall Classification Markings (U)

1. (U) This paragraph contains unclassified information. Therefore, this paragraph will be marked with the designation “U” in parentheses.
2. (C) This sub-paragraph contains “Confidential” information. Therefore, this paragraph will be marked with the designation “C” in parentheses.
3. (TS) This sub-paragraph contains “Top Secret” information. Therefore this paragraph will be marked with the designation “TS” in parentheses.

Classified by: Stephen A. Cambone
USD(I)

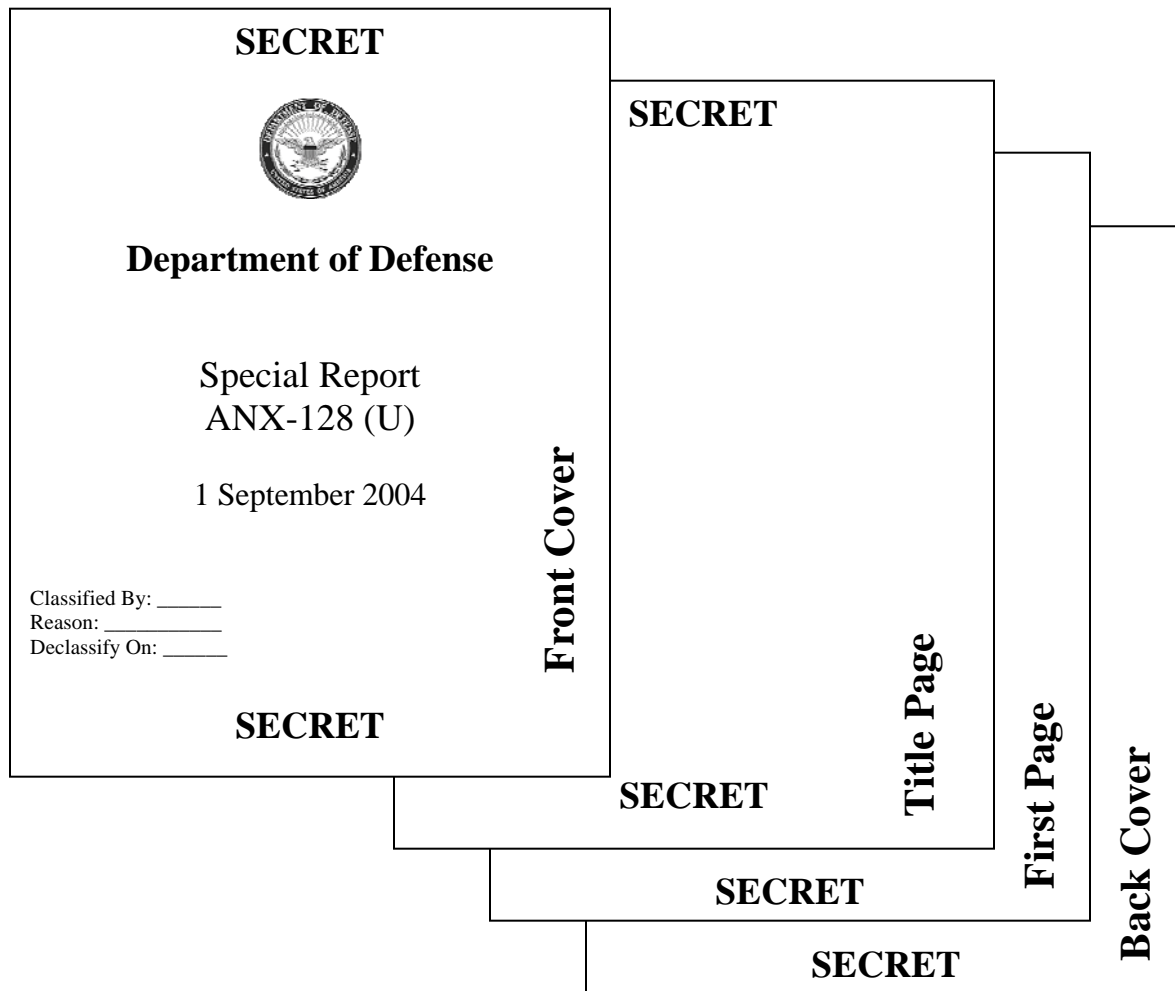
Reason: 1.4(d)

Declassify on: September 30, 2015

TOP SECRET



If a document contains more than one page, the “overall classification marking” will be placed at the top and bottom of the **front cover** (if any), the **title page** (if any), the **first page** and on the **outside of the back cover** (if any).

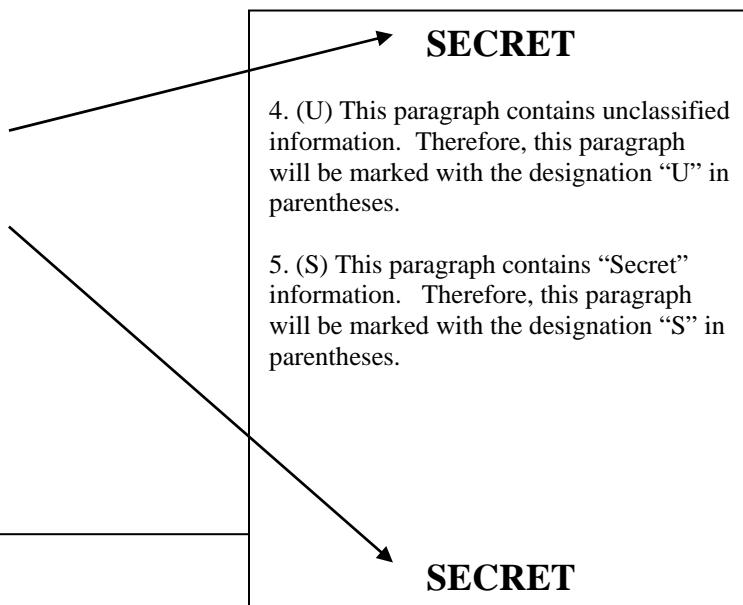


Mark each interior page with the overall classification of the document

or

With the highest classification level of information contained on that page.

Marking Classified Information





"Classified by" and "Reason" Lines



SECRET
DEPARTMENT OF DEFENSE
DEFENSE PENTAGON, WASHINGTON, DC

MEMORANDUM FOR USD(P)

August 31, 2004

SUBJECT: "Classified by" Line (U)

1. (S) The third step in properly marking a document is to annotate the original classification authority on the document. This is accomplished by placing the original classification authority on the "Classified by" line. The "Classified by" line should include the name or personal identifier of the actual classifier and their position. If the identification of the originating agency is not apparent on the face of the document, place it *below* the "Classified by" line.

2. (U) Each original classification decision shall state a reason for classifying. Classification may be applied only to information described in the following categories as specified in section 1.4 of Executive Order 12958, as Amended:

- a. (U) Military plans, weapons systems, or operations.
- b. (U) Foreign government information.
- c. (U) Intelligence activities (including special activities), intelligence sources or methods, or cryptology.
- d. (U) Foreign relations or foreign activities of the United States, including confidential sources.
- e. (U) Scientific, technological, or economic matters relating to the national security, which includes defense against transnational terrorism.
- f. (U) United States Government programs for safeguarding nuclear materials or facilities.
- g. (U) Vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans, or protection services relating to the national security, which includes defense against transnational terrorism.
- h. (U) Weapons of mass destruction.

3. (U) The original classifier shall identify a concise reason for classification which, at a minimum cites the applicable classification categories in section 1.4 of E.O. 12958, as Amended, as the basis for classification.

Classified by: Wilma Y. Jones
Director, NAAFMC
Reason: 1.4(a) and (d) *or* Military Plans; Foreign Relations
Declassify on: December 31, 2010

SECRET



“Declassify on” Line

The final essential marking indicates the duration of classification. This information is placed on the “Declassify on” line. When determining the duration of classification, choose one of the following three declassification instructions: (Whenever possible, select the declassification instruction that will result in the shortest duration of classification.)

1. Date or Event

When possible, identify the date or event for declassification which corresponds to the lapse of the information’s national security sensitivity. The date or event shall not exceed 10 years from the date of the original classification.

OR

2. Ten Year Duration

When a specific date or event cannot be determined, identify the date that is 10 years from the date of the original classification.

OR

3. Twenty-five Year Duration

If the sensitivity of the information warrants protection beyond ten years then the original classification authority may assign a declassification date up to but no more than twenty-five years from the date of original classification.

Classified by: Keith M. Morris USD(R)
Reason:1.4(a)
Declassify on: December 31, 2010
or
Declassify on: Completion of Operation

September 1, 2004
(Date of original classification)

Classified by: Keith M. Morris USD(R)
Reason:1.4(a)
Declassify on: September 1, 2014

September 1, 2004
(Date of original classification)

Classified by: Keith M. Morris USD(R)
Reason:1.4(a)
Declassify on: September 1, 2029

Note: *The identity of a confidential human source or a human intelligence source is not subject to automatic declassification. The marking for the exemption of this specific information is:*

Declassify on: 25X1-Human



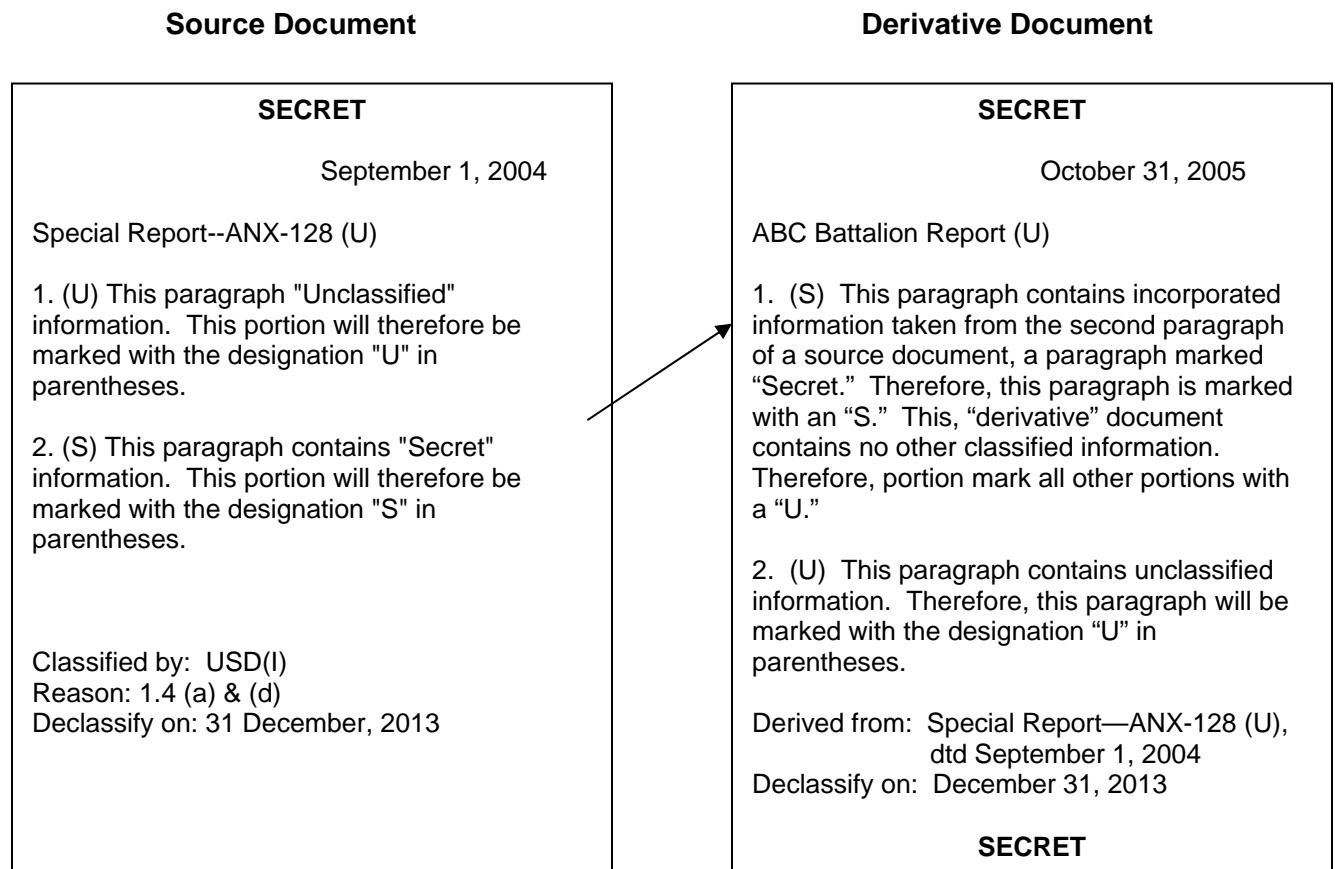
Section 3 - Marking Derivatively Classified Information

Derivative classification is the act of incorporating, paraphrasing, restating, or generating in new form, information that is already classified, and marking the newly developed material consistent with the markings of the source information. The source information ordinarily consists of a classified document or documents, or a classification guide issued by an original classification authority

When using a classified source document as the basis for derivative classification, the markings on the source document determine the markings to be applied to the derivative document.

The “Classified by” line is replaced with a “Derived from” line. The “Reason” line, as reflected in the source document(s) or classification guide, is not transferred to the derivative document.

Overall classification markings for derivatively classified documents is applied in the same manner as for originally classified documents.





"Derived from" and "Declassify on" Lines

SECRET



DEPARTMENT OF DEFENSE
DEFENSE PENTAGON, WASHINGTON, DC

MEMORANDUM FOR USD(P)

15 July 2004

SUBJECT: "Derived from" and "Declassify on" Line (U)

1. (U) Identify the source used as the basis for classification on the "Derived from" line of the derivative document. This paragraph contains "Unclassified" information. This portion will therefore be marked with the designation "U" in parentheses.
2. (S) The "Declassify on" line of the source document is carried forward to the "Declassify on" line of the derivative document. This paragraph contains "Secret" information. This portion will therefore be marked with the designation "S" in parentheses.

Derived from: USD(I) Memorandum
Subj: Classification Markings (U)
Declassify on: 9 June 2011

SECRET

SECRET

June 25, 2002
(Date of origin)

Subject: Classification Markings (U)

Classified by: USD(I)
Reason: 1.4 (a) & (d)
Declassify on: 9 June 2011

SECRET

Source Document



25X1 – 25X9 on the “Declassify on” Line

The marking applied to information when it has been exempted from 25-year automatic declassification cannot be used unless the specific information has been approved through the Interagency Security Classification Appeals Panel (ISCAP) process. This is usually in the form of a declassification guide. When used, the “Declassify on” line would include the symbol “25X” plus a brief reference to that category(ies) in section 3.3(b) of the Order and a new date or event for declassification.

The identity of a confidential human source or a human intelligence source is not subject to automatic declassification. The marking for the exemption of this specific information is:

Declassify on: 25X1-Human

This 25X1-Human marking applies only to confidential human sources or human intelligence sources, not all intelligence sources and methods.

X1 thru X8 on the “Declassify on” Line

The X1 through X8 exemption categories formerly used to exempt information from 10-year declassification can no longer be used. When the “Declassify on” line of the source document is marked with an exemption (i.e., “X1” through “X8,” in accordance with previous E.O. guidance), mark the “Declassify on” line of the derivative document to indicate:

- The fact that the source document is marked with an exemption (i.e., “X1” through “X8”).
- The date of origin of the source document.

OADR and the “Declassify on” Line

The "Originating Agency's Determination Required" (OADR) is an obsolete declassification instruction from a previous E.O. When the “Declassify on” line of the source document is marked or "OADR," (pursuant to E.O. 12356) mark the “Declassify on” line of the derivative document to indicate:

- The fact that the source document is marked "OADR."
- The date of origin of the source document.

Classified by: Keith M. Morris USD(R)
Reason:1.4(a)
Declassify on: 25X1-Human

September 1, 2004
(Date of original classification)

Classified by: Keith M. Morris USD(R)
Reason:1.4(a)
**Declassify on: Source marked X2
dated May 12, 1998**

September 1, 2004
(Date of original classification)

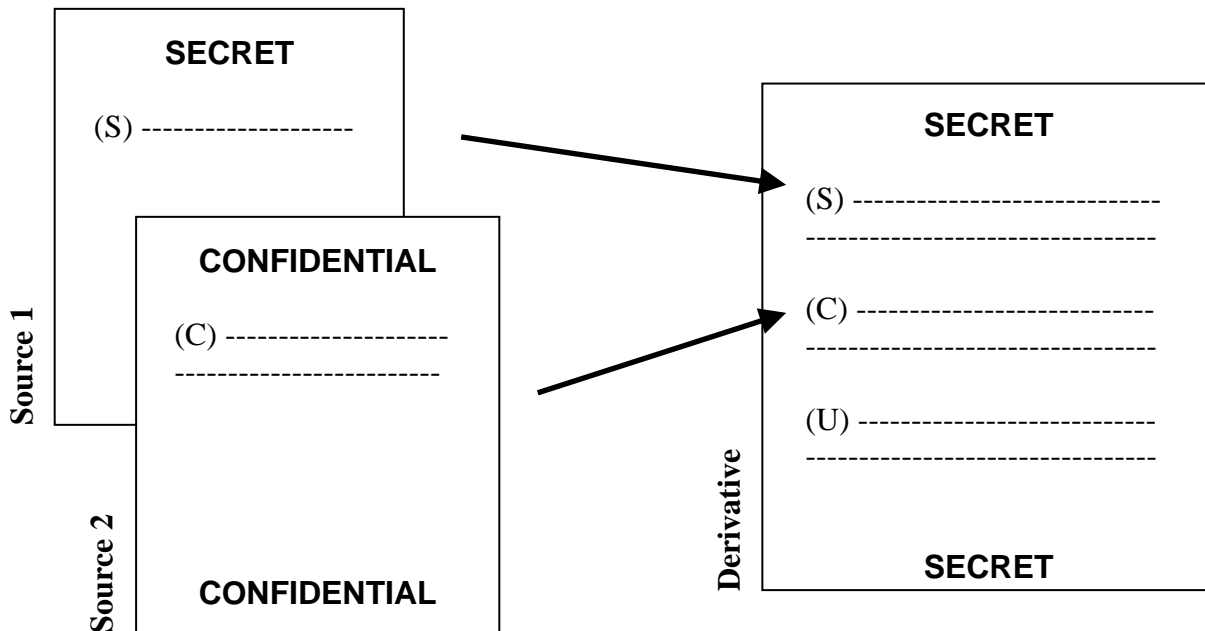
Classified by: Keith M. Morris USD(R)
Reason:1.4(a)
**Declassify on: Source marked OADR
dated June 18, 1992**



Derivatively Classifying from Multiple Sources

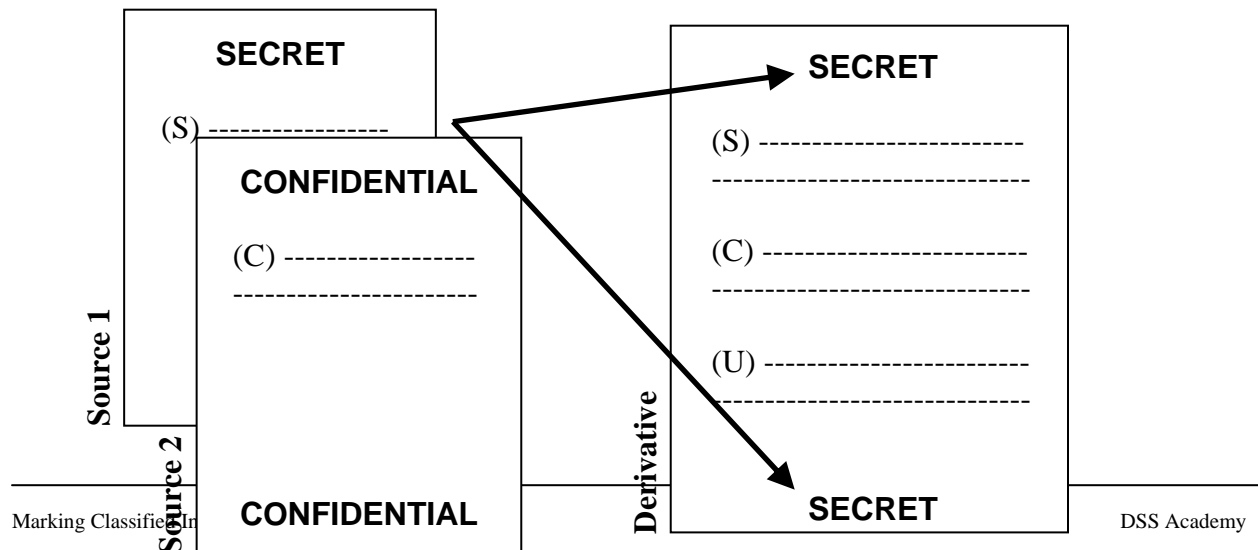
Portion Marking

When using more than one classified source document in creating a derivative document, portion mark the classified information incorporated in the derivative document with the classification level indicated on the source documents. In the example shown, paragraph one of the derivative document incorporates "Secret" information from paragraph one of Source 1 and paragraph two of the derivative document incorporates "Confidential" information from paragraph one of Source 2. The remainder of the derivative document is "Unclassified."



Overall Classification Marking

The derivative document will be conspicuously marked at the top and bottom with the highest classification level of information found in any portion of the document. The overall classification shown here is "Secret." If the derivative document contains more than one page, each page will be marked with an overall marking.






“Derived from” Line

Enter “Multiple Sources” on the “Derived from” line of the derivative document to indicate that more than one classified source was used.

Source 1	Source 2	Derivative
(S) ----- Classified by: USD(P) Reason: Foreign Relations Declassify on: 19 Mar 09	(C) ----- ----- Classified by: SECDEF Reason: 1.4(a) Declassify on: May 1, 2008	(S) ----- ----- (C) ----- ----- (U) ----- ----- Derived from: Multiple Sources Declassify on: 19 Mar 09

“Derived from” Line

A source document that is itself marked "Multiple Sources" presents a special problem in identifying that document on the "Derived from" line of the new document. The "Multiple Sources" notation will not be carried forward to the new document as the actual sources of classification could not be traced. Instead, identify the source document by originator, date and subject on the "Derived from" line of the derivative document.


SECRET
 OFFICE OF THE SECRETARY OF DEFENSE
 WASHINGTON, DC

MEMORANDUM FOR DASD(I&S) July 25, 2000

SUBJECT: Security Awareness of Classification Markings (U)

1. (S) This is paragraph 1 which contains “Secret” information. This portion will therefore be marked with the designation “S” in parentheses.


2. (U) This is paragraph 2 which contains “Unclassified” information. This portion will therefore be marked with the designation “U” in parentheses.

USD(I)

Derived from: Multiple Sources
Declassify on: X1

SECRET

Derivative Document used as a Source


SECRET
 DEPARTMENT OF THE NAVY
 WASHINGTON, DC

1. (S) This is paragraph 1 which contains “Secret” information. This portion will therefore be marked with the designation “S” in parentheses.

Derived from: USD(I) Memo; Subject: Security Awareness of Classification Markings
Declassify on: Source marked X1, dated July 25, 2000

SECRET

Derivative Document



Document Identification of all Classified Sources

Maintain the identification of all classified sources with the file or record copy of the derivative document. If practicable, include the list with all copies of the derivative document.


Derived from: Multiple Sources
Declassify on: Source marked X-3,
dtd July 1, 01

**Source 1: USD(I) Memo dtd
Oct 15, 00; Subj: ART-3
Declassify on: X-3**

**Source 2: SECDEF Memo dtd
July 1, 01; Subj: ART
Declassify on: X-3**

“Declassify on” Line

Prior to marking the derivative document with the “Declassify on” line, determine which source document requires the longest period of classification. Once that has been determined, the derivative document should reflect the longest period of classification as indicated here.

 <p style="text-align: center;">SECRET OFFICE OF THE SECRETARY OF DEFENSE WASHINGTON, DC</p> <p>MEMORANDUM FOR DASD(I&S) June 3, 2000</p> <p>SUBJECT: Security Awareness of Classification Markings (U)</p> <p>1. (S) This paragraph “Secret” information. This portion will therefore be marked with the designation “S” in parentheses.</p> <p style="text-align: right;">USD(I)</p> <p>Classified by: Jane G. White USNTL Reason: 1.4(a) Declassify on: X4</p> <p style="text-align: center;">SECRET</p>	<p style="text-align: center;">DEFENSE</p> <p style="text-align: center;">Oct 9, 1993</p>
<p>Source 1</p>	
<p>Classified by: SECDEF Declassify on: OADR</p> <p style="text-align: center;">SECRET</p>	<p>Source 2</p>

<p style="text-align: center;">SECRET OFFICE OF THE SECRETARY OF DEFENSE WASHINGTON, DC</p> <p>1. (S) ----- ----- -----</p> <p>2. (S) ----- ----- -----</p> <p>Derived from: Multiple Sources Declassify on: Source marked X4, dtd Jun 3, 2000</p> <p style="text-align: center;">SECRET</p>
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Since both source documents were marked with previously authorized indefinite declassification instructions, indicate “Source marked” and use the most recent source to include the date of the source.

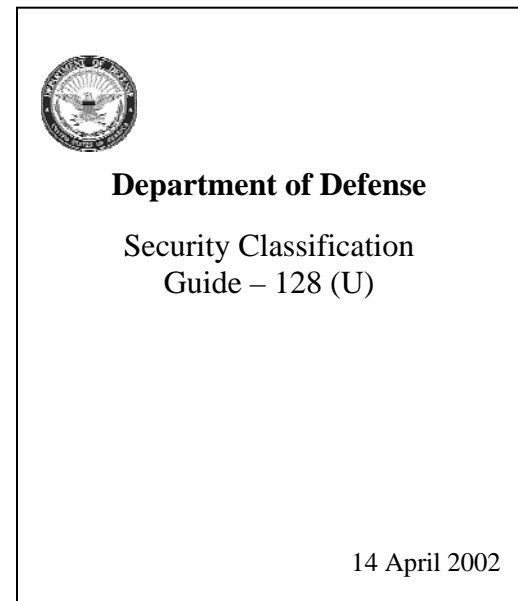


Derivatively Classifying from a Security Classification Guide

A classification guide is a document issued by an original classification authority that provides derivative classification instructions. It describes the elements of information that must be protected, and the level and duration of classification.

Sample page from the sample guide

 Department of Defense Security Classification Guide			
Subject	Level	Reason	Duration
Program Planning	U		
Program Progress	U		
Technical Scope	C	1.4(a)	4/15/14
Vulnerability	S	1.4(g)	4/15/14
Limitations	U		



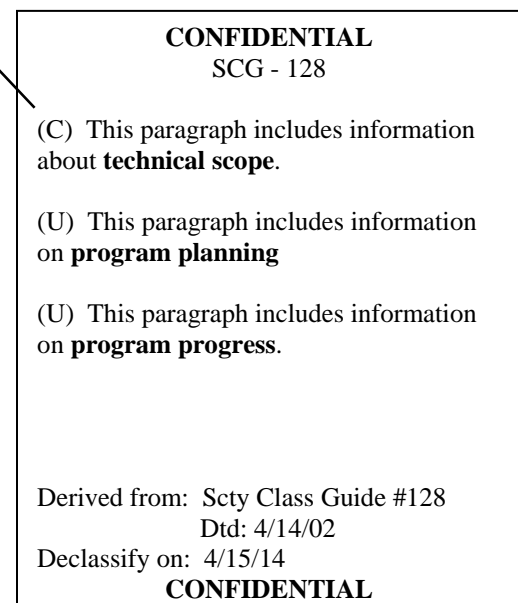
Portion Markings

Paragraph 1 of this derivative document contains information that paragraph 3 of the classification guide specifies shall be classified "Confidential." Following the guidelines of the Classification Guide, the first paragraph has been marked with a "C." All other portions are unclassified, as indicated in the Classification Guide, and are marked appropriately with a "U."

Overall Classification Marking

Conspicuously mark the overall classification at the top and bottom of the derivative document. As shown here, the highest classification level is "Confidential."

Derivative





Section 4 – Marking Special Types of Information and Material

Working Papers

Working papers are documents and material accumulated or created in the preparation of finished documents and material. Working papers containing classified information must be:

1. Dated when created.
2. Marked with the highest level of classification of any information contained within.
3. Protected in accordance with the assigned classification.
4. Accounted for, controlled, and marked in the manner prescribed for a finished document of the same classification when retained more than 180 days from the date of origin or released by the originator outside the activity. This requirement extends to all classification levels.



Electronically Transmitted Messages

Information transmitted electronically, and retained as permanent records, must be marked, as would any other classified document, with the following special provisions:

1. The first item in the text must be the overall classification of the information.
2. For information printed by an automated system, overall and page markings may be applied by the system, provided they stand out conspicuously from the text. In older systems, this may be achieved by surrounding the markings with asterisks or other symbols.
3. Properly completed “Classified by” and “Reason” lines or “Derived from” line, declassification instructions, and downgrading instructions (when applicable) must be included in the last line. Declassification and downgrading instructions will not be used for information containing Restricted Data or Formerly Restricted Data.
4. The following abbreviations may be used:

“CLASS” for “Classified by” (only for originally classified information)
 “RSN” for “Reason” (only for originally classified information)
 “DECL” for “Declassify on”
 “DERV” for “Derived from” (only for derivatively classified information)
 “DNG” for “Downgrade to”



JOINT MESSAGE FORM						SECURITY CLASSIFICATION SECRET				
Page	DTG RELEASE TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG MSG IDENT
	DATE TIME 011730Z	MONTH JUN	YR 04	ACT PP	INFO					
BOOK	MESSAGE HANDLING INSTRUCTIONS									
<p>FROM: JCS WASHINGTON DC//J3// TO: SECDEF WASHINGTON DC</p> <p>S E C R E T SUBJ: PREPARATION OF DD FORM 173, "JOINT MESSAGE FORM" (U) REF DOD 5200.1-R</p> <ol style="list-style-type: none"> 1. (U) THE THREE LEVELS OF CLASSIFICATION ARE DOUBLE SPACED WHEN TYPED ON THE CLASSIFICATION LINE. 2. (S) PORTION MARKING REQUIREMENTS FOR MESSAGES ARE THE SAME AS FOR OTHER DOCUMENTS. 3. (C) THE CLASSIFIED BY OR DERIVED FROM LINE MUST BE INCLUDED IN THE LAST LINE OF THE MESSAGE. 4. (U) DECLASSIFICATION MARKINGS ARE ABBREVIATED ON THE DD FORM 173 AS FOLLOWS - A SPECIFIC DATE FOR DECLASSIFICATION (<i>e.g., August 31, 2009</i>), IS SHOWN AS DECL 31 AUG 09, A SPECIFIC EVENT FOR DECLASSIFICATION, (<i>e.g., The completion of an operation</i>) IS SHOWN AS DECL COMPLETION OF OPERATION. <p>DERV SCG 123, DECL 31 AUG 09</p>										
DISTR										
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE COL J.K. LAUER DH COMPTROLLER 57040 1 JUN 94						SPECIAL INSTRUCTIONS				
RELEASES	TYPED NAME TITLE OFFICE SYMBOL AND PHONE O.D. SEE, BG, USA									
	SIGNATURE					SECURITY CLASSIFICATION SECRET			DATE TIME GROUP	




Classification Extensions

An original classification authority with jurisdiction over the information may extend the duration of classification for up to 25 years from the date of the information's origin.

Revise the "Declassify on" line to include the new declassification instructions, and the identity of the OCA authorizing the extension and the date of the action.


Reasonable attempts should be made to notify all holders of a classification extension.

 <p style="text-align: center;">SECRET OFFICE OF THE SECRETARY OF DEFENSE WASHINGTON, DC</p> <p style="text-align: right;">June 3, 2000</p> <p>MEMORANDUM FOR DASD(I&S)</p> <p>SUBJECT: Classification Extensions Markings (U)</p> <p>1. (S) This paragraph contains "Secret" information. Therefore this paragraph will be marked with the designation "S" in parentheses.</p> <p style="text-align: right;">Jane G. White Dir, USNTL</p> <p>Classified by: Jane G. White USNTL Reason: 1.4(a) Declassify on: January 29, 2005 Classification extended on 9/30/04 until 12/31/16 by Brian Howard, Dir. ADHT</p> <p style="text-align: center;">SECRET</p>

Foreign Government Information

The U.S. Government affords protection to information provided by foreign governments. Care must be taken to identify the source of the information.

Mark portions that contain the foreign government information to indicate the country of origin (trigraph) and the classification level. Substitute the words "Foreign Government Information" or "FGI" where the identity of the specific government must be concealed. The identity of the concealed foreign source in this example must be maintained with the record copy and adequately protected.

 <p style="text-align: center;">SECRET OFFICE OF THE SECRETARY OF DEFENSE WASHINGTON, DC</p> <p style="text-align: right;">June 3, 2000</p> <p>MEMORANDUM FOR DASD(I&S)</p> <p>SUBJECT: Foreign Government Information (U)</p> <p>1. (CAN-S) This paragraph contains information marked "Secret" by the government of Canada. Therefore this paragraph will be marked with the trigraph of the country of origin and the designation "S" in parentheses.</p> <p style="text-align: right;">Paul Smith Chief, SRD</p> <p>Derived from: Multiple Sources Declassify on: March 31, 2013</p> <p style="text-align: center;">SECRET</p>
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Information Determined Releasable to Foreign Nationals

Information that has been determined releasable through established foreign disclosure procedures to foreign nationals, international organizations or multinational forces will be marked "Releasable to USA//XXX" with the applicable country trigraph, international organization or multinational forces tetragraph.

Letters of Transmittal

Information in transmittal letters are marked on the basis of content. Frequently, unclassified transmittal letters have classified attachments. The overall marking on the transmittal letter must reflect the highest classification of its attachments.

Conspicuously mark an unclassified transmittal document with the highest classification level of any information transmitted by it. Also mark the transmittal document with an appropriate instruction indicating that it is unclassified when separated from classified enclosures as shown here.



SECRET – Releasable to USA//CAN

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

July 23, 2005

MEMORANDUM FOR DASD(I&S)

SUBJECT: Foreign Government Information (U)

1. (S – Rel to USA//CAN) This paragraph contains information marked "Secret" by the government of Canada. Therefore this paragraph will be marked with the trigraph of the country of origin and the designation "S" in parentheses.

USD(I)

Derived from: Multiple Sources

Declassify on: March 31, 2013

SECRET – Releasable to USA//CAN



SECRET

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

June 3, 2005

MEMORANDUM FOR DASD(I&S)

SUBJECT: Letters of Transmittal (U)

This paragraph contains unclassified information but the letter is classified based on a classified attachment.

Mary Frank
Chief, ASDG

Attachment:

1. Secret USD(I) Memorandum, 10/25/05, Subj: Markings

Unclassified when separated from classified enclosures
SECRET



Classification by Compilation

When a document consisting of individually unclassified items of information is classified by compilation, the overall classification will be marked conspicuously at the top and bottom of each page and the outside of the front and back covers (if any). An explanation of the basis for classification by compilation will be placed on the face of the document or included in the text.

If portions, standing alone, are unclassified, but the document is classified by compilation or association, mark the portions “U” and the document and pages with the classification of the compilation. You must also add an explanation of the classification or the circumstances involved with association.

If individual portions are classified at one level, but the compilation is a higher classification, mark each portion with its own classification, and mark the document and pages with the classification of the compilation. An explanation of the classification by compilation is required.

Derived from: CONOP #123. The compilation of unclassified training schedules reveals the impending initial operational capability (IOC) of this unit. CONOP #123 requires that unit IOC be classified Confidential.

Declassify on: Completion of Operation



SECRET
OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

June 3, 2005

MEMORANDUM FOR DASD(I&S)

SUBJECT: Compilation (U)

1. (U) This paragraph contains unclassified information but the letter is classified based on a classified attachment.

Mary Frank
Chief, ASDG

Attachment:

1. Secret USD(I) Memorandum, 10/25/05, Subj: Markings

SECRET



Section 5 - Atomic Energy Information



SECRET **Restricted Data**

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

28 July 2005

MEMORANDUM FOR DEPSECDEF

SUBJECT: Atomic Energy Act of 1954 (U)

1. (S-RD) Documents containing “Restricted Data” or “Formerly Restricted Data” as defined by the Atomic Energy Act of 1954, should have abbreviated markings (“RD” or “FRD”) included with the classification marking (S-RD).

a. (S-FRD) This paragraph contains “Secret” Formerly Restricted Data only. RD markings will not be applied.

b. (S-RD)(N) Critical Nuclear Weapon Design Information (CNWDI) shall be marked with an “N” in separate parentheses following the portion marking.

2. (U) Special warning notices are applied to RD, FRD, and CNWDI. If a document combines both as depicted here, only the RD warning notice is affixed. No declassification instructions are used.*

Albert Strangelove
USD(I)

Derived from: DOE CG-W5, dtd 4 May 03

Restricted Data
SECRET

RESTRICTED DATA
This document contains Restricted Data as
defined in the Atomic Energy Act of 1954.
Unauthorized disclosure subject to
administrative and criminal sanctions.

Warning Notices:

RESTRICTED DATA

This document contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.

FORMERLY RESTRICTED DATA

Unauthorized disclosure subject to administrative and criminal sanctions. Handle as Restricted Data in foreign dissemination. Section 144b, Atomic Energy Act of 1954.

CNWDI

Critical Nuclear Weapon Design Information – DoD Directive 5210.2 applies.



*E.O. 12958, as Amended, does not apply to “Restricted Data” or “Formerly Restricted Data.” This example shows how to integrate Restricted Data and Formerly Restricted Data into a DoD generated document. DoD does not originate RD or FRD; therefore, all documents should reflect “Derived from” line. In this example, we are citing a Joint DoD and DOE classification guide published by the Department of Energy. For additional guidance, see your security officer.



Section 6 - Special Access Programs

“Special Access Programs” (SAPs) are established in accordance with Chapter 8, DoD 5200.1-R, “Information Security Program Regulation.” SAPs are created only when absolutely necessary to protect the Nation’s most sensitive and critical information or when required by statutes. Establishment must be consistent with law, policy, and regulations, and be based on a determination that the threat and/or vulnerability (e.g., sensitivity or value of the information) warrants enhanced protection.

Any DoD program or activity employing enhanced security measures exceeding those normally required for information at the same classification level must be established, approved, and managed as a DoD SAP. Examples of such enhanced security measures include:

- Use of any special terminology, including code words, other than an unclassified nickname, to identify or control information dissemination;
- Personnel security investigative or adjudicative requirements more stringent than those required for a comparable level of classified information;
- Specialized non-disclosure agreements;
- Exclusion of a classified contract (use of a carve-out); or
- A central billet system to control the number of personnel authorized access.

All DoD programs which operate under the above enhanced procedures are considered to be SAPs, including (1) Programs managed under special delegation authorities previously approved by the Secretary of Defense or Deputy Secretary of Defense; (2) Programs sponsored by other departments or agencies, but for which DoD participants manage internal DoD security controls (e.g., DoD-managed subcompartments of larger, non-DoD SAPs, etc.); and, (3) Programs conducted in support of, or in cooperation with, other departments, agencies, branches of government, or other governments. SAPs may only be approved by the Secretary of Defense or the Deputy Secretary of Defense.

All marking provisions previously described in this guide apply to SAPs. Additional markings include: (1) the use of special distribution notices such as “Special Access Required” (SAR); and/or, (2) an assigned program nickname(s) or codeword(s).

To differentiate a nickname from a codeword, remember that:

- A nickname is a combination of two unassociated and unclassified words.
- Nicknames are normally typed in ALL CAPS.
- A codeword is a single word assigned a classified meaning by appropriate authority.
- The codeword is classified Confidential or higher.
- All nicknames and codewords are issued through the DoD Components (usually SAP channels) and strictly controlled.

The unclassified examples on the following two pages, depict common markings for SAP documents. The examples are for illustrative use only. The format for markings should be adjusted to accommodate software applications and production efficiency. For instance, the examples show the overall classification and nickname/codeword in the header and the overall classification and special access requirement in the footer.




SAP "Nicknames"

SAPs use nicknames for control of dissemination and "need-to-know." Nicknames are assigned to the program when the SAP is approved. Nicknames are designated by two unassociated words, which are unclassified by themselves (e.g., TWISTED FEATHER, etc.).

Highest classification and program nickname are conspicuously placed at the top and bottom.

Paragraph markings in SAP documents should contain the highest classification within the paragraph, and be followed by the SAP digraph.

TOP SECRET/TWISTED FEATHER



OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

28 July 2005

MEMORANDUM FOR SPECIAL ACCESS PROGRAM CENTRAL OFFICES

SUBJECT: Identification and Marking of Classified Documents (U)

1. (U) This paragraph contains "Unclassified" information.
2. (C) This paragraph contains non-SAP national security information.
3. (TS/TF) This paragraph contains TOP SECRET information related to the special access program TWISTED FEATHER. Portion markings are the same as previously described in this marking guide. The exception is the addition of the nickname digraph following the TS designation.

Maxwell Smart
Director, Special Programs
USD(I)

Classified by: USD(I)
Reason: 1.6(a) and (g)
Declassify on: December 31, 2015

TOP SECRET/TWISTED FEATHER

A SAP digraph or trigraph is a 2 or 3 letter designator given to each SAP. In this example, "TF" shown here represents the nickname "TWISTED FEATHER."

A nickname, codeword, trigraph, and/or digraph may be substituted for the term "SPECIAL ACCESS" Channels. Refer to the SAP Security Procedure Guide for instructions.




SAP Documents

SAP "CODEWORD"

In addition to nicknames, SAPs also use codewords for control of dissemination and a "need-to-know." Codewords, like nicknames, are assigned to the program when the SAP is approved. A codeword is a single word with a classified meaning.

Highest classification and program codeword are conspicuously placed at the top and bottom.

Paragraph markings in SAP documents should contain the highest classification within the paragraph, and be followed by the SAP digraph.



TOP SECRET/CODEWORD(S)
OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

28 July 2005

MEMORANDUM FOR SPECIAL ACCESS PROGRAM CENTRAL OFFICES

SUBJECT: Identification and Marking of Classified Documents (U)

1. (U) This paragraph contains "Unclassified" information.
2. (TS/CW) This paragraph reflects TOP SECRET information controlled in the CODE WORD classified program.

Maxwell Smart
Director, Special Programs
USD(I)

Derived from: CODEWORD SCG, dtd ____
Declassify on: December 31, 2015

TOP SECRET/SPECIAL ACCESS REQUIRED



Section 7 - Intelligence Information

Additional security controls and markings are established for intelligence information. The Director of Central Intelligence Directive (DCID) 6/6 establishes policies, controls and procedures for the dissemination and use of intelligence information and applies to classifiers of intelligence information..

The chart on the next page will identify several of the most common intelligence caveat designations.



TOP SECRET/NOFORN/ORCON
OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

28 July 2005

MEMORANDUM FOR DIRECTOR, DEFENSE INTELLIGENCE AGENCY

SUBJECT: Marking of Classified Intelligence Information (U)

1. (S/NF) This paragraph contains "Secret" "No Foreign Dissemination" information. Portion markings are the same as previously described in this marking guide. The exception is the addition of the intelligence marking digraph following the S designation.
2. (TS/OC) This paragraph contains "Top Secret" "Originator Controlled" information. Portion markings are the same as previously described in this marking guide. The exception is the addition of the intelligence marking digraph following the TS designation.
3. (U) Conspicuously mark the top and bottom of the document with the appropriate caveats following the classification level.

James Bond
Director, Intelligence Programs
USD(I)

Derived from: DNI SCG 259, 5/7/04
Declassify on: December 31, 2015

TOP SECRET/NOFORN/ORCON

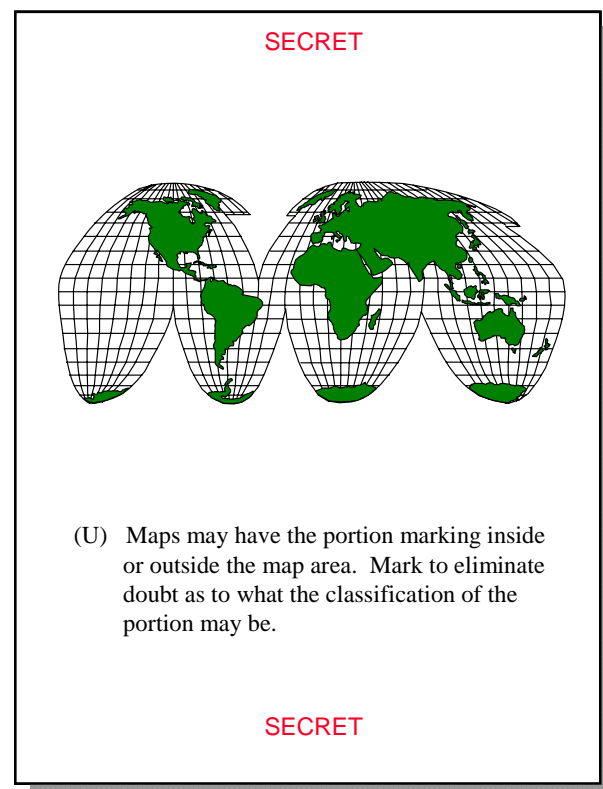


Designation	Abbreviation	Digraph
DISSEMINATION AND EXTRACTION OF INFORMATION CONTROLLED BY ORIGINATOR This marking is used only on classified intelligence that clearly identifies or would reasonably permit ready identification of intelligence sources or methods that are particularly susceptible to countermeasures that would nullify or measurably reduce their effectiveness. It is used to enable the originator to maintain continuing knowledge and supervision of distribution of the intelligence beyond its original dissemination.	ORCON	OC
CAUTION-PROPRIETARY INFORMATION INVOLVED This marking is used with, or without, a security classification level marking, to identify information provided by a commercial firm or private source under an expressed or implied understanding that the information shall be protected as a trade secret or proprietary data believed to have actual or potential value. This marking may be used on U.S. Government Proprietary data only when the U.S. Government proprietary information can provide a contractor(s) an unfair advantage such as U.S. Government budget or financial information.	PROPIN	PR
NOT RELEASABLE TO FOREIGN NATIONALS This marking is used to identify intelligence that falls under the criteria of DCID 6/7, "Foreign Disclosure," that the originator has determined may not be disclosed or released, in any form, to foreign governments, international organizations, coalition partners, foreign nationals, or immigrant aliens without originator approval. This marking is not authorized for use in conjunction with the "AUTHORIZED FOR RELEASE TO" ("REL") marking.	NOFORN	NF
AUTHORIZED FOR RELEASE TO (name of country(ies)/international organization) This control marking is used when a limited exception to the marking requirements for NOFORN may be authorized to release the information beyond US recipients. This marking is authorized only when the originator has an intelligence sharing arrangement or relationship with a foreign government approved in accordance with DNI policies and procedures that permits the release of the specific intelligence information to that foreign government, but to no other in any form without originator consent.	REL TO	
CONTROLLED IMAGERY This control marking is used on Secret image representations and reporting that identifies sensitive analytical methodologies or intelligence sources.	IMCON	

Section 8 - Marking Information Other Than Documents

Charts, Maps, Equipment, Drawings, and Photographs

Information must be marked with the highest level of classification regardless of what form that information may take. The next few pages show examples of marking situations to guide you. The principles are the same. Portion marking, overall marking, classification byline and declassification instruction. The legend, title and scale blocks in the following examples are treated as portions of the document. Ensure that the overall classification of the product shows when the item is folded or rolled.



If these pages are part of a classified document, mark as indicated above. When charts and maps are single page documents, include the required associated markings (i.e., title, origination date, "Classified by" or "Derived from" line, "Declassify on" line, "Reason" line if applicable, name and address of the originating agency, overall classification, and portion markings).



Hardware and Equipment

Hardware, software, computers, and equipment must have the required markings applied.





Rolled Documents

If the blueprints, maps and other items are large enough that they are likely to be rolled or folded, classification markings must be placed to be visible when the item is rolled or folded.

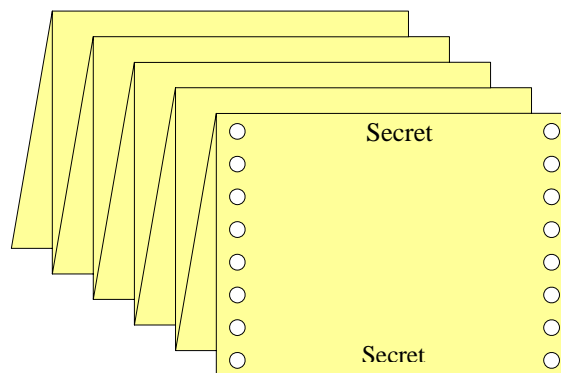


Continuous Form (Fan Folded) Documents

Due to the volume and nature of printed products of AIS, there are special provisions for marking some of these types of documents. These provisions include classification markings on interior pages of fan folded printouts.

The AIS equipment may apply these markings even though they may not meet the normal test of being conspicuous.

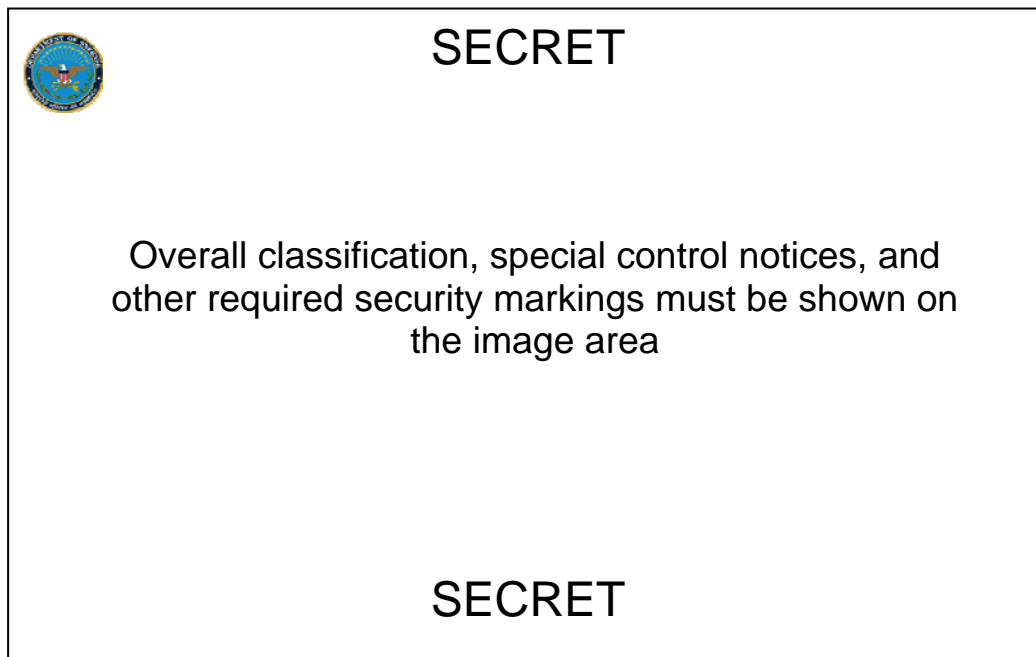
Special control notices, identification of classification sources, and downgrading and declassification instructions must either be marked on the face of the document or be placed on a separate sheet of paper attached to the front of the document.





Transparencies, Vu-Graphs, and Slides

Slides must have markings on the slide cover and on the actual image so when the slide is displayed on screen, the classification is clearly identified. Applicable associated markings should be applied to the lead slide.





Computer Media

Basic document markings apply to all media.

Computer discs must reflect the highest level of classification contained on the discs. Standard labels should be used for all levels of classification.

SF706 - Top Secret
 SF707 - Secret
 SF708 - Confidential
 SF709 - Classified
 SF710 - Unclassified
 SF711 - Data Descriptor
 SF712 - Classified SCI



No standard for (SF) and/or label(s) exist for Compact Discs (CDs) or USB Flash Drives. The SF labels prescribed for removable storage media may be used for the marking of the CD cases for classified CDs.

If physical marking of the medium containing classified information is not possible, then identification of classified information must be accomplished by other means (e.g., indelible marker, etc.).





Section 9 - For Official Use Only

If a document has no classified information, the information must still be reviewed to see if it meets the eight other exemptions under the Freedom of Information Act that would make it ineligible for public release. Such information cannot be made public if or when the document is declassified. Mark unclassified portions applicable to FOIA exemptions with "FOUO" (For Official Use Only).



OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC

28 July 2005

MEMORANDUM FOR DEPSECDEF

SUBJECT: Marking an Unclassified Document that Contains FOUO Information (U)

1. (FOUO) This paragraph contains information exempt from public release under the FOIA. It is marked "FOUO" in parentheses.
2. (U) Documents that are unclassified that contain FOUO information will be marked "FOR OFFICIAL USE ONLY" at the bottom of the front cover (if there is one), the title page (if there is one), the first page, and the outside of the back cover (if there is one).
3. (U) Pages of the document that contain FOUO information are marked "FOR OFFICIAL USE ONLY" at the bottom.
4. (U) FOUO documents and material transmitted outside of the Department of Defense must bear an expanded marking on the face of the document so that non-DoD holders understand the status of the information. A statement similar to this one should be used:

This document contains information
exempt from mandatory disclosure under
the FOIA.
Exemption(s) _____ apply.

Gloria Miller
USD(I)

FOR OFFICIAL USE ONLY



FOIA Exemptions

Number	Type of Information Exempted from Disclosure under FOIA
1	Information properly and currently classified in the interest of national defense or foreign policy, as specifically authorized under the criteria established by Executive Order and implemented by regulations, such as DoD 5200.1-R.
2	<p>Information related solely to the internal personnel rules and practices of the Department of Defense or any of its Components. This exemption is entirely discretionary. This exemption has two profiles, "high" and "low."</p> <ul style="list-style-type: none"> • High: When release of the records would allow circumvention of the records would substantially hinder the effective performance of a significant function of DoD. • Low: When only a minimum Government interest would be affected (administrative burden), there is a great potential for discretionary disclosure of the information. Consequently, DoD Components shall not invoke the low profile.
3	<p>Information that a statute specifically exempts from disclosure by terms that permit no discretion on the issue, or in accordance with criteria established by that statute for withholding or referring to particular types of matters to be withheld. Examples include:</p> <ul style="list-style-type: none"> • Patent Secrecy, 35 U.S.C. 181-188 • Restricted Data and Formerly Restricted Data, 42 U.S.C. 2162 • Communication Intelligence, 18 U.S.C. 798 • Authority to Withhold From Public Disclosure Certain Technical Data, 10 U.S.C. 130 and DoD Directive 5230.25 • Physical Protection of Special Nuclear Material: Limitation on Dissemination of Unclassified Information, 10 U.S.C. 128 • Protection of Contractor Submitted Proposals, 10 U.S.C. 2305(g)
4	<p>Information such as trade secrets or commercial or financial information received from a person or organization outside the Government on a privileged or confidential basis and when the disclosure of the information is likely to cause substantial harm to the competitive position of the source providing the information; impair the Government's ability to obtain necessary information in the future; or impair some other legitimate Government interest.</p> <p>If the information qualifies as Exemption 4 information, there is no discretion in its release.</p>
5	<p>Information considered privileged in litigation, primarily under the deliberative process privilege. In order to meet the test of this exemption, the record must be both deliberative in nature, as well as part of a decision-making process. Merely being an internal record is insufficient basis for withholding under this exemption. Also potentially exempted are records pertaining to the attorney-client privilege and the attorney work-product privilege.</p> <p>This exemption is entirely discretionary.</p>
6	<p>Personal information (including personnel and medical files) that, if disclosed to a requester, other than the person about whom the information is about, would result in a clearly unwarranted invasion of personal privacy.</p> <p>Release of information about an individual contained in a Privacy Act System of records that would constitute a clearly unwarranted invasion of privacy is prohibited, and could subject the releaser to civil and criminal penalties. If the information qualifies as Exemption 6 information, there is no discretion in its release.</p>



7	<p>Number 7. Records or information compiled for law enforcement purposes; i.e., civil, criminal, or military law, including the implementation of Executive Orders or regulations issued pursuant to law. This exemption may be invoked to prevent disclosure of documents not originally created for, but later gathered for law enforcement purposes.</p> <p>With two exceptions, this exemption is discretionary. There is no discretion if release of the information could reasonably be expected (1) to be an unwarranted invasion of the personal privacy of a living person, including surviving family members of an individual identified in such a record or (2) to endanger the life or physical safety of any individual.</p>
8	<p>Certain records related to examination, operation or condition reports prepared by, on behalf of, or for the use of any Agency responsible for the regulation or supervision of financial institutions.</p>
9	<p>Geological and geophysical information and data (including maps) concerning wells.</p>



Section 10 - Technical Documents

All DoD activities generating or responsible for DoD technical documents and other forms of data shall determine the appropriate distribution and mark these materials with a DoD Distribution Statement before they can be disseminated.

Documents that must be marked with DoD Distribution Statements include all information relating to research, development, engineering, testing, evaluation, production, operation, use, and maintenance for military products, services, and equipment for military systems.

Distribution Statement Level/Code	Description
A	Approved for public release; distribution is unlimited.
B	Distribution authorized to U.S. Government Agencies (fill in reason) (date of determination). Other requests for this document shall be referred to (insert DoD Controlling Office).
C	Distribution authorized to U.S. Government Agencies and their contractors (fill in reason) (date of determination). Other requests for this document shall be referred to (insert DoD Controlling Office).
D	Distribution authorized to the Department of Defense and U.S. DoD contractors (fill in reason) (date of determination). Other requests for this document shall be referred to (insert DoD Controlling Office).
E	Distribution authorized to DoD Components only (fill in reason) (date of determination). Other requests for this document shall be referred to (insert DoD Controlling Office).
F	Further dissemination only as directed by (insert DoD Controlling Office) (date of determination) or higher DoD authority.
X	Distribution authorized to U.S. Government Agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with DoD Directive 5230.25, <i>Withholding Unclassified Technical Data from Public Disclosure</i> (date of determination). DoD Controlling Office is (insert).



Distribution Statement A
Approved for public release: distribution unlimited.

Distribution Statement _____ (Fill in Level: B, C, D, or E)
Distribution authorized to _____ (Fill in audience; see Note 1); _____ (Fill in reason; see Note 2); _____ (fill in date of determination). Other requests for this document shall be referred to _____ (insert name of DoD Controlling Office).

Note 1: B = U.S. Government Agencies only
C = U.S. Government Agencies and their contractors only
D = DoD and U.S. DoD contractors only
E = DoD Components only

Note 2: Reasons

- | | |
|----------------------------------|-------------------------------------|
| • Foreign Government Information | • Proprietary Information |
| • Test and Evaluation | • Contractor Performance Evaluation |
| • Critical Technology | • Premature Dissemination |
| • Software Documentation | • Administrative/Operational Use |
| • Specific Authority | • Direct Military Support |

Distribution Statement X
Distribution authorized to U.S. Government Agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with _____ (Insert appropriate regulation); _____ (fill in date of determination). DoD Controlling Office is _____ (insert name of DoD Controlling Office). (See Note 3).

Note 3: The audience(s) and reason(s) are inherent in the wording of the statement.

Distribution Statement F
Further dissemination only as directed by _____ (insert name of DoD Controlling Office or higher DoD authority); _____ (Insert date of determination). (See Note 4)

Note 4: Distribution Statement F is normally used only on classified technical documents, but may be used on unclassified technical documents when specific authority exists (e.g., designation as direct military support as in Statement E). Distribution Statement F is also used when the DoD originator determines that information is subject to special dissemination limitation specified by paragraph 4-505, DoD 5200.1-R.



A Distribution Statement consists of four critical pieces of information:

- Authorized audience approved for receipt of the data (*distribution level*)
- Reason that the data is restricted from public release (*Statement A has no reason since it is not restricted*)
- Date (*of determination*)
- Identity of the DoD Controlling Office (*Statement A has no DoD Controlling Office since the material has been cleared for public release*)



Appendix A - References

The following directives, instructions, and other publications describe DoD policy and requirements for marking information and/or identify policy constraints on the dissemination of information created by or for DoD or under DoD's control.

1. Executive Order 12958, as Amended, "Classified National Security Information," March 25, 2003.
2. National Archives and Records Administration Implementing Directive No. 1 to Executive Order 12958, as Amended, September 22, 2003.
3. DoD Directive 3200.12, "DoD Scientific and Technical Information (STI) Program (STIP)," February 11, 1998.
4. DoD Directive 5200.1, "DoD Information Security Program," December 13, 1996.
5. DoD Directive O-5205.7, "Special Access Program (SAP) Policy," January 13, 1997; Change 1, September 3, 1997.
6. DoD Directive 5210.2, "Access to and Dissemination of Restricted Data," January 12, 1978; Change 1, February 13, 1980; Change 2, April 3, 1981; Change 3, November 16, 1994.
7. DoD Directive 5230.9, "Clearance of DoD Information for Public Release," April 9, 1996; Change 1, July 15, 1999.
8. DoD Directive 5230.11, "Disclosure of Classified Military Information to Foreign Governments and International Organizations," June 16, 1992.
9. DoD Directive 5230.24, "Distribution Statements on Technical Documents," March 18, 1987.
10. DoD Directive 5230.25, "Withholding of Unclassified Technical Data from Public Release," November 6, 1984; Change 1, August 18, 1995.
11. DoD Directive 5400.7, "DoD Freedom of Information Act (FOIA) Program," September 29, 1997; Change 1, June 17, 2002.
12. DoD Directive 5400.11, "Department of Defense Privacy Program," November 16, 2004.
13. DoD Directive 8910.1, "Management and Control of Information Requirements," June 11, 1993.
14. DoD Instruction 3200.14, "Principles and Operational Parameters of the DoD Scientific and Technical Program," May 13, 1997; Change 1, June 5, 1998; Change 2, March 20, 2000; Change 3, June 28, 2001.
15. DoD Instruction 5230.27, "Presentation of DoD-Related Scientific and Technical Papers at Meetings," October 6, 1987.
16. DoD Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release," August 6, 1999.



17. DoD Regulation 5200.1-R, "Information Security Program Regulation," January 17, 1996
18. DoD Regulation 5400.7-R, "DoD Freedom of Information Act Program," September 1998.
19. DFARS 252.27.4/252.227, "Proprietary Information,"
20. Director of Central Intelligence Directive 6/6, "Security Controls on Dissemination of Intelligence Information," July 11, 2001.